

**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
**5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495**  
**PHONE (602) 629-4822; DSN 853-4822**  
**WEBSITE: www.azguard.gov/hro**  
**EXCEPTED**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 07-290T   OPENING DATE: 10 JUL 2007   CLOSING DATE: Open Until Filled**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
**MEDICAL SUPPORT ASSISTANT, GS-0679-05, TC705490000**

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<b>APPOINTMENT FACTORS:   OFFICER ( )   WARRANT OFFICER ( )   ENLISTED ( X )</b>	
<b>SALARY RANGE:</b> <b>\$29,010 - \$37,712 PA</b>	<b>SUPERVISORY ( )   MANAGERIAL ( )</b> <b>NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>

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**LOCATION OF POSITION:**  
**WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA, ARIZONA**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**Instructions for Applying:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 Ethnicity and Race Identification. Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain Optional Form 306 (Declaration for Federal Employment) and AZANG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (WAATS) and be able to qualify for the following AFSC/MOS/AOC/BRANCH: 42A, 42F, 42L, 68G, 68W, 68Z

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive an Indefinite Appointment NTE 12 months or upon return of incumbent. If a Permanent technician is selected, they will receive the appropriate temporary action NTE 1 year and may be extended for one additional year. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)**

**NOTE: Human Resources Office is the office that will officially approve selection for a job offer.**

**NOTE: Re-Announced from Announcement #07-219T. Applications received for Announcement #07-219T will be forwarded to this new announcement, there is no need to re-apply.**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge (procedural and substantive) of medical records and medical unit operations to review records for completeness, to identify possible errors in medical data, and to identify medical conditions not in conformance with Army Medical standards.
2. Knowledge of the Medical Protection System (MEDPROS) and how it is used within the Arizona Army National Guard.
3. Knowledge of the meaning and spelling of medical terminology to fill out medical reports, file results of laboratory exams and to relay medical information to members of the immediate staff.
4. Knowledge of Over Forty Screenings, Profile Board and Physical requirements within the Arizona Army National Guard.
5. Ability to communicate effectively both orally and in writing.
6. Knowledge of the Health Insurance Portability and Privacy Act (HIPPA) and its applicability to the Arizona Army National Guard.

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**SPECIALIZED EXPERIENCE:** Must have 06 months experience in Patient Administration within a medical facility. This includes functions such as serving as receptionist, performing record-keeping duties; recording physicians' orders for patients on a variety of records, and providing miscellaneous support to the medical staff of the unit.

**BRIEF JOB DESCRIPTION:** This position is located at the Western Army Aviation Training Site. The purpose is provide administrative support and customer service. Responsible for updating and maintaining the Medical Protection System (MEDPROS). Assist with the Profile Board and Over-Forty Program. Tracks and forwards, as required, all Human Immunodeficiency Virus (HIV) test results to units. Accomplishes a variety of office duties involving office administration/automation, medical record management, and personnel functions to include Aviation. Administers the medical records program and acts as the medical records custodian. Receives customers and answers telephone calls.

**SELECTING SUPERVISOR:** LTC DOUGLAS LITTLE